

February 23, 2022

To: All JD, LLM, and MSL Students Expecting to Graduate in June

From: Judith Calvert, Assistant Dean and Registrar

Subject: **Preparing to Graduate: Diploma Names and Addresses**

Graduation Date: Law degrees will be conferred on June 3, 2022. Please use this date on bar application and other forms that ask for the date your degree is to be awarded (the date is different from the commencement ceremonies that will be held in May).

Your Name on Your Diploma: You must verify your diploma name through SIS. If your name is not correct in SIS, you will be able to correct your name directly through SIS on a dynamic form. You will be prompted only once to confirm or correct your diploma name.

Your first and last names must be your legal names. If you also want to include your middle name(s), you may ask that the name(s) be fully spelled out or listed as initials.

Note: University policy is that only names will be put on diplomas; no honorifics (Dr., etc.) or other degrees (M.B.A., M.D., etc.) will be included, so do not add such to your diploma name.

Please submit any changes/corrections **no later than April 11.**

Please note that the diploma name is final. Name change requests will not be accepted after the diplomas have been printed (which will be in the summer after the June 3 degree conferral date). The only exception is a court-ordered name change which requires submission of the Application for a Duplicate Diploma.

Diploma Address: All diplomas will be mailed from YPPS after the June 3 conferral date. You should log in to SIS and add a diploma address type (DP). Please make sure that the address you enter is effective through the summer of 2022.

Bar Examinations: Any graduating student who is taking a bar examination should also complete a release form (click [here](#)) so that we may send any required documents to the jurisdiction where you intend to sit the bar examination. You should provide an email address or other contact information where we can reach you during the two years following your graduation.